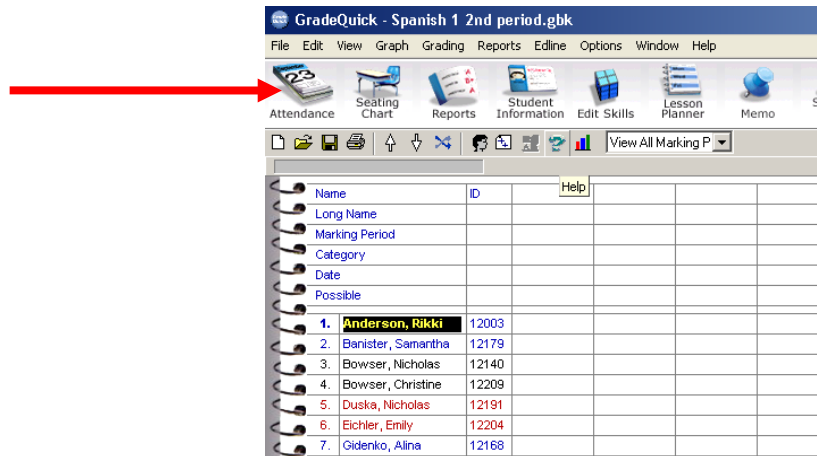


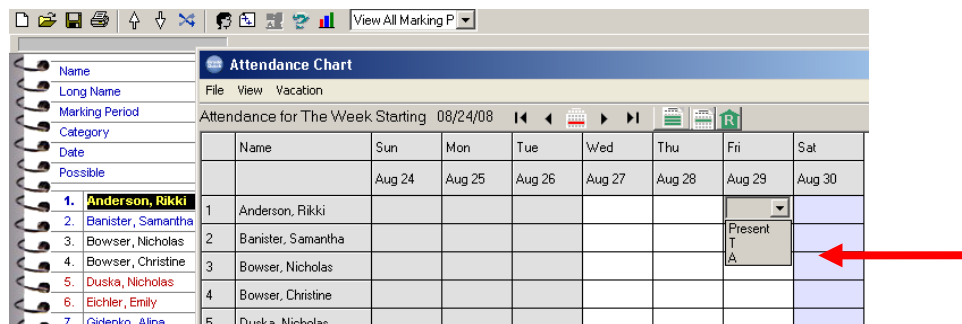
How to Record Class Attendance in Grade Quick

Step 1: Open a GradeQuick Web class.

Step 2: Click on the “Attendance” icon



Step 3: confirm that the correct dates are displayed. Select an option when you take your class attendance.



Step 4: Save your changes.

Step 5: Repeat for your other classes if necessary.